

4 February 1969

MEMORANDUM FOR: [REDACTED]

25X1A

SUBJECT : Board's Compliance with DDS Memorandum

REFERENCE: : DDS to Chairman Records Management Board,  
dtd 16 October 1968 Subj: CIA Records  
Management Program, Ref #68-5097.

1. The Records Management Board has successfully implemented three items requested by Mr. Bannerman in the subject memorandum but cannot fullfill the fourth (paragraph 2d) without his intervention and a policy decision.

2. The subject memorandum focused on the following four problems and requested action by the Board:

- a. Define historical records so that such records will not be destroyed in the purging program.
- b. Define or provide a means to define what constitutes a record that must be retained by legal requirements.
- c. Assign responsibility to a given office for records retention responsibility.
- d. Establish some authority for the Chief, Agency Archives and Records Center to question records marked for destruction that appear to have a historical value or fall under a legal retention requirement.

3. Copies of the memo were distributed to each Directorate and DCI representative on 18 October and a committee of Board members was appointed to pursue the tasks. In coordination with the Agency Historical Staff a Guide Sheet was issued on 20 December covering the first two items. Simultaneously members of my staff in cooperation with Directorate Records Officers completed the initial drafts of "Records Retention Plans" which specify "Offices of Record" for valuable files. These "Plans" are now being coordinated with components involved.

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**Approved For Release 2000/08/24 : CIA-RDP73-00099A000200010001-6**

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